



Stop Work Authority



Who? Me?

Yes, YOU!



Introduction

Stop Work Authority and responsibility is not new, but sometimes people are confused about what Stop-Work means and what their responsibilities are regarding it.

Stop Work Authority is often referred to as **Pause Work Authority**.

Stop Work Authority is a procedure for stopping (and then re-starting after the concern has been addressed) work, if you reasonably believe that you, or someone else, or the environment is in danger.



How Does the Procedure Work?

Five simple steps:

- 1) Stop the unsafe activity
- 2) Notify the person in charge (Supervisor / Head Mechanic / Head Operator / etc.) so the issue can be addressed
- 3) Involving the right people, discuss the concerns and correct the issue as necessary
- 4) Resume work
- 5) Share what you learned with other potentially impacted employees (includes Contractors)



Who can invoke Stop-Work?

Anyone – See it and Own it.

- You don't have to be an expert in the area of concern, or senior member of management.
- You don't have to be involved in the work in question.
- You don't even have to be an employee of the company doing the work.

Contractors have the same responsibility and authority as company employees



How do I Stop or Pause Work?

If you don't feel that your own work is safe:

THEN: Stop or pause the work, and notify the person in charge of the work (Supervisor / Head Operator / Head Mechanic / etc) of the unsafe condition.

If it is the work of others:

THEN: Tell them and/or their supervisor that you believe what they are doing is unsafe. Request they stop or pause work until the risks are well understood and the concern is resolved.

Tools You Can Use to Evaluate Risk and Resolve Concerns



Sometimes a conversation is all that's needed to clarify the risk and the necessary risk mitigation

Other tools you can use include:

- LPSA – Assess / Analyze / Act
- Hazard Identification Tool (Hazard Wheel)
- Health & Safety Evaluation (HSE) involving subject matter experts



How do I Stop or Pause Work?

If someone refuses to stop or pause working after you have invoked Stop Work Authority,

THEN: Immediately contact the HES Safety Team, or your Supervisor, or contractor company representative for resolution.

AND: Leave the area if you do not feel safe.

When opinions differ regarding the validity of the stop-work issue or adequacy of the resolution actions, the person in charge at the work location shall hold a Health & Safety Evaluation (HSE) to determine if it is safe to proceed. If necessary, senior management at the work location will make the final determination regarding the adequacy of the resolution actions.

Document what happened; perform a look-back if necessary with possible near miss documentation in IPS.

What will happen to me if I use Stop Work Authority?



We Will Thank You

Positive feedback should be given to all affected employees regarding resolution of the stop work issue.

Richmond Refinery uses 'stop work authority' without repercussions. Richmond Refinery management is committed to supporting use of Stop Work Authority to ensure all work is done safely.

How do I Re-Start Work?

Once the situation is resolved...

THEN: Communicate that work can resume

AND: Share the lessons learned with others;
document if necessary

Sharing lessons can be as formal, or informal as you deem appropriate to make sure the same problem doesn't happen again. There are no metrics for SWA.

Options for sharing SWA Lessons include:


- Near Loss entry in IPS
- Document in the LPO if it occurs during an observation
- Safety Moment / Tailgate safety meeting
- Turnovers



Discussion Questions

- Is there a difference between Stop-Work and Pause-Work?
- What conversations need to take place to ensure the reason for using Stop Work Authority is understood?
- What steps need to be taken if there is no agreement about how to resolve the risk? How do you ensure the right people are involved?
- How would you make sure all potentially affected employees on different shifts learn about a SWA issue and the steps taken to correct it?
- What does *positive feedback for all affected employees regarding resolution of the stop work issue* mean to you?
- Do you feel comfortable using Stop Work Authority – are there still things that would prevent you stopping unsafe work? Do Contractors feel supported by Chevron employees?
- Is there an example where employees felt supported by their supervisor for using SWA? Is there an example where employees did not feel supported by their supervisor for using SWA?

Stop Work Authority Card



Stop Work Authority


It is your responsibility AND you have stop work authority. We always comply with the Refining Tenets shown on the reverse side of this card that are based on the two principles.

- Do it safely or not at all
- There's always time to do it right

As an employee or contractor for Chevron, you are responsible and authorized to **STOP** any work that does not comply with our Tenets. Your actions to support the Tenets are fully supported by the Chevron Richmond Refinery Management Team

- All issues will be addressed promptly
- All levels of refinery management support you

That is our commitment to you.



Mike Coyle, Refinery General Manager



Refining Tenets

1. Always operate within design and environmental limits
2. Always operate in a safe and controlled condition
3. Always ensure safety devices are in place and functioning
4. Always follow safe work practices and procedures
5. Always meet or exceed customers requirements
6. Always maintain integrity of dedicated systems
7. Always comply with all applicable rules and regulations
8. Always address abnormal conditions
9. Always follow written procedures for high-risk or unusual situations
10. Always involve the right people in decisions that affect procedure and equipment



For More Information

Talk to your Supervisor or contact the Safety Team for more information on Richmond Refinery's Stop Work Authority Program.

- On nights and weekends, the RSL can reach Safety-On-Call to help resolve issues.